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STATE OF MONTANA
DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING
HELENA, MONTANA 59601

STATE DOCUMENTS

NOV 15 1974

ED CARNEY,
DIRECTOR

LALONDE BUILDING
(406) 449-3737



October 12, 1973

The Honorable Thomas L. Judge
Governor of the State of Montana
State Capitol Building
Helena, Montana 59601

Dear Governor Judge:

In accordance with the requirement of Section 82-4002, R.C.M., 1947, there is herewith transmitted to you the Annual Report of the Department of Professional and Occupational Licensing covering the fiscal year ending June 30, 1973.

There is also transmitted to you, the Annual Report of the following Boards covering the fiscal year ending June 30, 1973.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Carney".
ED CARNEY,
DIRECTOR

EC/djh

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Helena, Montana 59601

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DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL LICENSING
LALONDE BUILDING
HELENA, MONTANA PHONE: 449-3737

OLD NAME

Abstracters Board of Examiners
Board of Public Accountancy
Board of Architectural Examiners
Athletic Commission
Board of Barber Examiners
Board of Chiropody (podiatry) Medical Examiners
Board of Chiropractic Examiners
Examining Board of Cosmetology
Board of Dental Examiners
Electrical Board
Board of Registration for Professional Engineers and Land Surveyors
Board of Hearing Aid Dispensers
Horse Racing Commission
Board of Massage Examiners
Board of Medical Examiners
Board of Morticians
Board of Examiners for Nursing Home Administrators
Board of Nursing
Board of Examiners in Optometry
Board of Osteopathic Examiners
Board of Pharmacy
Board of Psychologist Examiners
Board of Plumbing Examiners
Real Estate Commission
Board of Veterinary Medical Examiners
Water Well Contractors Examining Board

NEW NAME

Board of Abstracters
Board of Public Accountants
Board of Architects
Board of Athletics
Board of Barbers
State Board of Podiatry Examiners
Board of Chiropractors
Board of Cosmetologists
Board of Dentists
Board of Electricians
Board of Professional Engineers and Land Surveyors
Board of Hearing Aid Dispensers
Board of Horse Racing
Board of Masseurs
Montana State Board of Medical Examiners
Board of Morticians
Board of Nursing Home Administrators
Board of Nurses
Board of Optometrists
Board of Osteopaths
Board of Pharmacists
Board of Psychologist Examiners
Board of Plumbers
Board of Real Estate
Board of Veterinarians
Board of Water-Well Contractors

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL LICENSING

PRINCIPAL GOALS

To provide, in the most effective and efficient manner, all the specified activities of licensing and enforcing the laws and rules of the varied professions and occupations on behalf of and in the interest of the health, safety and welfare of the public.

MAJOR ACCOMPLISHMENTS

1. Transfer of records and personnel for the twenty-six (26) separate and distinct professional and occupational licensing boards was made from many Montana locations. They became the Department of Professional and Occupational Licensing which serves the clerical and administrative needs of the various Boards. This was accomplished with a minimum of interruption in service to the public, licensees and applicants.
2. Single location provides the public, governmental agencies and licensees with greater accessibility and service in their conduct of business with the various Board offices.
3. Provided assistance to all Boards in drafting or revising Board rules in compliance with the Administrative Procedures Act.
4. Worked closely with each Board to learn their individual problems and to implement the principles of reorganization effectively.

PROGRAM GOALS, OBJECTIVES AND ACHIEVEMENTS

Central Services Division

Goal

To develop and improve central administrative support services to the Department.

Objectives

1. A Department wide Central Cashier System.
2. Conduct a study to determine feasibility of an automated renewal system.

Achievements

1. Assumed personnel records, payroll, budgeting, purchasing, claim's paying and depositing functions formerly performed by Board members or personnel and releasing this time for other Board functions.
2. Provided meaningful financial reports.
3. Developed a system of program budgeting to utilize the services of the Statewide Accounting System.

4. Maintained time study analysis per man hour by Board.

Licensing Division

Goal

To improve and expand, as necessary, existing services to meet additional requirements of the public, Boards and licensees as they develop.

Objectives

1. Standardize official records of all Boards.
2. Design standard forms and uniform licensing procedures which may be utilized by more than one Board.
3. Study the feasibility of providing for a two year renewal as opposed to the annual renewal.

Achievements

1. Provided licenses, examinations and/or results and renewals to 35,288 individuals and business concerns in this fiscal year..
2. Conducted inventory on all Board records and started an orderly disposal, with Board approval, of those which are obsolete.
3. Utilization of Department personnel for multiple Board functions.

Enforcement Division

Goal

Protect the public health, welfare and safety by ensuring that only duly licensed practitioners are engaged in the respective professions, that practitioners perform in accordance with the statutory laws, rules of the Boards and that those not in accordance with the licensing laws and found guilty, thereof, are brought to adjudication in accordance with the provisions of the licensing laws and rules of the respective Boards.

Objectives

1. To organize and maintain within the Division, a localized receiving and processing center for all complaints and violations.
2. To maximize efficient investigation.
3. Make presentation of timely findings of fact to the respective Boards.

Achievements

1. Established a centralized Legal Regulation Division that provides for efficient enforcement and inspection in accordance with the provisions of the Administrative Procedures Act and requirements of the respective Boards.
2. The application of the principle of reorganization requiring a more specialized enforcement standard for all Boards, has resulted in the increased efficiency, quality and effectiveness of the licensing services to the public.
3. Assisted in hearings and legal interpretations of statutory laws and rules as requested by individual Boards.

MAJOR ACCOMPLISHMENTS BY BOARD

ABSTRACTERS:

Examined and licensed nine individuals

ACCOUNTANTS:

Reduced annual renewal fee

ARCHITECTS:

Adopted new national examination with international reciprocity possible

ATHLETICS:

Supervised four boxing and wrestling events

BARBERS:

Improved area inspections

PODIATRY:

Name change to conform to professional name

CHIROPRACTORS:

Standards improved in education and examinations

COSMETOLOGISTS:

Written part of examination is now devised and graded by national testing

DENTISTS:

Revised scope of practice for dental hygienist

ELECTRICIANS:

Increased number of inspections heavy constructions areas.

PROFESSIONAL ENGINEERS & LAND SURVEYORS:

New examination for land surveyors

HEARING AID DISPENSERS:

Expenditures were reduced and started notice of renewal to each licensee

HORSE RACING:

Greater track security and photo-identification license

MASSEURS:

Reduced expenditures and maintained service

MEDICAL EXAMINERS:

Implemented applicable Legislative Audit Recommendations

MORTICIANS:

Active inspection of mortuary licensees

NURSES:

Revised standards for practical nursing schools

NURSING HOME ADMINISTRATORS:

Reduced cost of operation and drafted rules for continuing education

MAJOR ACCOMPLISHMENTS BY BOARD CONTINUED:

OPTOMETRISTS:

Jointly sponsored continued education program

OSTEOPATHS:

Provided for each licensee to have evidence of current renewal

PHARMICISTS:

Inspector in the field working with pharmacists, pharmacies, interns and preceptors

PSYCHOLOGISTS:

Virtual completion of "grandfather" licensing

PLUMBERS:

Fixture fees are collected by Board office

REAL ESTATE:

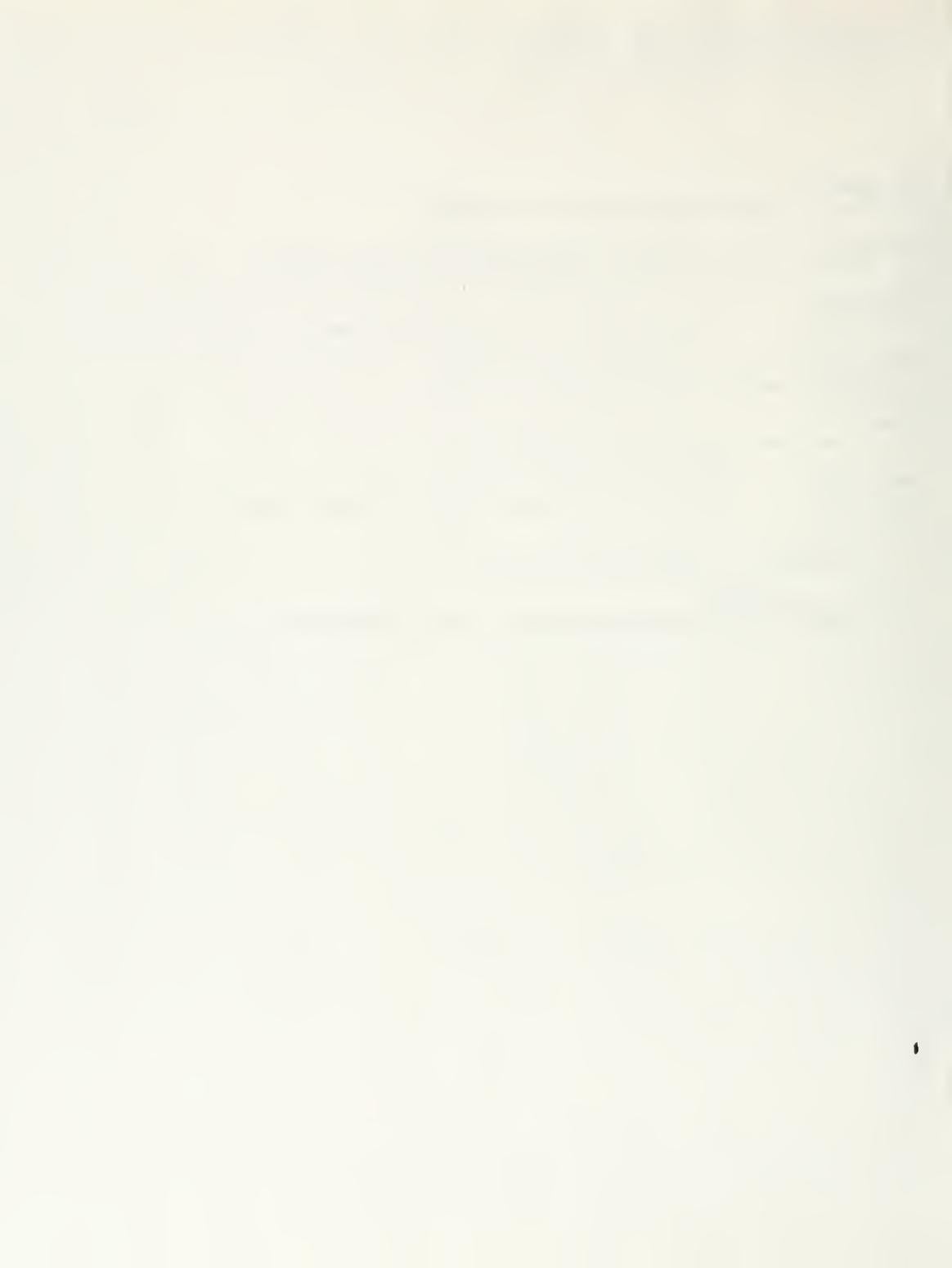
Adoption of pre-licensure Real Estate Education Program of Instruction

VETERINARIANS:

Investigation of complaints on licensees

WATER WELL CONTRACTORS:

Adopted rules in accordance with Administrative Procedures Act



PROGRAM COST SUMMARY

Department of Professional and Occupational Licensing

FY 1973

| | |
|--------------------------|---------------------|
| Central Service Division | \$ 35,066.87 |
| Licensing Division | \$296,763.15 |
| Enforcement Division | <u>\$226,783.99</u> |
| TOTAL | \$558,614.01 |

SUMMARY BY CATEGORY

| | |
|--------------------|---------------|
| Personal Services | \$321,895.40 |
| Operating Expenses | \$231,016.04 |
| Equipment | 5,402.57 |
| Grants | <u>300.00</u> |
| TOTAL | \$558,614.01 |

SUMMARY OF FUNDING

| | |
|----------------------------------|---------------------|
| General Fund | -0- |
| Earmarked Revenue Fund | \$610,189.15 |
| Federal and Private Revenue Fund | <u>\$ 22,146.10</u> |
| TOTAL | \$632,335.25 |

